**HSV: 931 – Gathering in managed venue**

**Revision 13 – February 2024**

Applies to activities held at a venue that is managed by a competent person. Their role includes setting up and managing the venue and its emergency arrangements throughout the event. Attending volunteers or staff must not provide personal care that would normally be delivered by carers.

If the event organiser (may also be referred to as the named contact) running such a gathering would like to have a collection box available or hold a raffle or quiz only, then they can complete this document, so long as they follow the guidance on what prizes can be offered which can be found [here](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gamblingcommission.gov.uk%2Fpublic-and-players%2Fguide%2Fpage%2Fhow-to-run-a-fundraiser-with-lotteries-or-raffles-at-events&data=05%7C01%7CJo.Duffy%40mssociety.org.uk%7C43ea946e764f4353859e08db2ba80ccb%7Cd0f0951107ff43f2b681a95870a56656%7C0%7C0%7C638151772990461527%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tdVvFYNu5xirb8VTy95FxJ6Lr7tl6kaYpYHn0NESM54%3D&reserved=0) and the advice on [HSV: 925 – Handling donations safely](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvolunteers.mssociety.org.uk%2Fresources%2F5451&data=05%7C01%7CJo.Duffy%40mssociety.org.uk%7C43ea946e764f4353859e08db2ba80ccb%7Cd0f0951107ff43f2b681a95870a56656%7C0%7C0%7C638151772990461527%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FymYb6lXlgwd%2By8YshzE2f9TJCeMX6hFNyNOE9UXGzo%3D&reserved=0). Please contact Fundraising restrictions or further guidance.

This MS Society activity is covered by our insurance programme. This is based on the guidelines below being followed.

**Action before the event**

The event organiser must:

1. Check the venue’s emergency arrangements (such as what to do if there is a fire or first aid is needed) and that their facilities can accommodate attendees’ accessibility needs (such as suitable lavatories and washing facilities).
2. If the venue does not have a signing in system, complete [HSV: 111A - Attendance sheet.](https://volunteers.mssociety.org.uk/resources/4736)
3. Agree a ‘named contact’ to be available during the event to deal with any emergencies, problems or questions.
4. Ensure any equipment for attendees to use (skittles, soft archery, Boccia etc) is maintained and inspected in accordance with the manufacturer’s instructions.
5. If you are arranging for a photographer to attend please contact the Digital and Services team at mailto:stories@mssociety.org.uk to discuss what is needed.

Prior to the event, the event organiser must:

* Provide details of the event organiser (name and mobile phone number).
* Provide location address (map if appropriate) of the venue.
* Ask attendees to bring emergency contact details in case of emergency.
* Advise attendees that they should, where appropriate, bring their own snacks as food facilities will be limited to what is available at the venue.
* Advise attendees that if they have specific needs that require Personal Care, they must bring an appropriate carer with them. If you need further information about this you can find it at:[PC volunteer info](https://volunteers.mssociety.org.uk/resources/personal-care-policy) or [PC staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=1086&utm_source=interact&utm_medium=quick_search&utm_term=Personal+care+)
* If it is not possible to avoid lone working, check attendees have viewed the MS Society lone working policy. These policies can be found at: [LW volunteer info](https://volunteers.mssociety.org.uk/lone-volunteering) or [LW staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=10967&utm_source=interact&utm_medium=quick_search&utm_term=lone+)
* If under 18’s or vulnerable adults will be attending the event please go to our safeguarding guidance at: [SG volunteer info](https://volunteers.mssociety.org.uk/safeguarding) or [SG staff info](https://axon.mssociety.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=3140) for details on what is needed.
* If you have queries regarding disclosure checks, present these to the Volunteer Support Team if a volunteer, or your line manager if a member of staff.

**Action on the day**

Keep a charged mobile phone available in case of emergency.

Set the meeting up in line with the venue’s requirements, ensuring emergency access routes are unobstructed, and no slip or trip hazards are created.

Inform attendees who the event organiser is, what the emergency arrangements are, and that they will be expected to deal with everyday risks.

This form covers involvement in low level activities such as crafting and games such as skittles and indoor bowls (**Please see exclusions below**). If a group wishes to take part in crafting activities, soft archery, or other similar activities:

* Instructions and any safety requirements must be displayed on the day and participants agree to follow them
* Where appropriate, equipment should be moved, set up and supervised by individuals competent to do so and in line with the manufacturer’s instructions and event organiser’s requirements
* The activity must not obstruct any emergency access or present any hazards to others in the area
* **Exclusions**: Any activity that involves the use of heat, hazardous chemicals, electrical or mechanical equipment is not covered by this form. For activities that may involve these, please speak to our volunteer support team.

**Action after the event**

If an accident or incident occurs as part of the event it must be reported on the appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)), and returned as instructed on the form.

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| **ACTION PLAN** |
| Where the event is being organised for the MS Community (whether listed Groups or others affected by MS) the event organiser (Volunteer or Staff) running this activity should sign to confirm the above actions will be completed, and upload this document any copies of the Public Liability Insurance to the Portal. Please inform the Volunteer Support Team (volunteersupport@mssociety.org.uk) when this has been completed.\*\*\*The exception to the above is Coordinating Team meetings who do not have a service entry on the Portal, this document does not need to be uploaded there. Email it to the Volunteer Support Team (volunteersupport@mssociety.org.uk) as an attachment instead\*\*\*Where the event is primarily for fundraising, open to the public and not restricted to the MS Community; MS Society staff running this activity should sign to confirm the above actions will be completed, and upload this document along with any copies of the Public Liability Insurance to the relevant folder on [SharePoint](https://mssoc.sharepoint.com/sites/DigitalandServicesDirectorate-HealthandSafety/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120002EF64DDD0A18CB43881D2688F9E30E8D&id=%2Fsites%2FDigitalandServicesDirectorate%2DHealthandSafety%2FShared%20Documents%2FHealth%20and%20Safety&viewid=44c21969%2D6bbf%2D4dad%2D8185%2D0f8f779e8198). Please inform the Health and Safety Team (healthandsafety@mssociety.org.uk) when this has been completeFor staff only events; MS Society staff running this activity should upload a copy of this document along with any copies of the Public Liability Insurance to the relevant folder on [SharePoint](https://mssoc.sharepoint.com/sites/DigitalandServicesDirectorate-HealthandSafety/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120002EF64DDD0A18CB43881D2688F9E30E8D&id=%2Fsites%2FDigitalandServicesDirectorate%2DHealthandSafety%2FShared%20Documents%2FHealth%20and%20Safety&viewid=44c21969%2D6bbf%2D4dad%2D8185%2D0f8f779e8198). Please inform the Health and Safety Team (healthandsafety@mssociety.org.uk) when this has been completed.This form will need to be updated and signed* for each new event,
* if the venue makes changes
* if the event organiser
* or at the annual review, whichever is first
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| Date of event | Type of event/ venue address | Date event logged on Portal/ Sharepoint  | Name of MS Society event organiser | Signature of MS Society event organiser |
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| Date of 12 month review | Type of event/ venue address | Date event on Portal/ SharePoint updated with reviewed form upload | Name of MS Society event organiser | Signature of MS Society event organiser |
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